

## BUSINESS PRACTICES FOR PREPARING 2010 CONSTRUCTION CONTRACTS

November 1, 2011

### **SPECIAL NOTICES (SN):**

1. SPECIAL NOTICES: Some special notices, SN, are automated. Check the 2010 SSP index for the SN that are to be inserted by boilerplate merge. All other SN required for a project is the responsibility of the DOE to add to the SNs.

### **NOTICE TO BIDDERS (NTB):**

2. NOTICE TO BIDDERS: It is the same as the 2006. In the last tab of your "Tools" binder, see the example on page 1 of the provided "Notice to Bidders and Special Provisions. The required information as shown are automated from the merge information.
3. GENERAL WORK DESCRIPTION: This is the same work description of Section 4-1.03 in the 2010 Standard Specifications. The field only allows 70 characters due to the Department of General Services limitation for the Ads for Bids. It is important that you work with SOE when you have structures portion because the old Section 9 for bridge work description is gone.

#### [Example of NTB](#)

<p style="text-align: center;"><b>NOTICE TO BIDDERS</b></p> <p>Bids open Tuesday, August 17, 2010</p> <p>Dated June 28, 2010</p> <p>General work description: Widen existing road to 4 lanes.</p>
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#### [Example of Section 9 in 2006 NTB&SP](#)

<p style="text-align: center;"><b>SECTION 9. DESCRIPTION OF BRIDGE WORK</b></p> <p>The bridge work to be done consists, in general, of removal of Bridge No. 50-0437 and construction of two cast-in-place pre-stressed single span bridges that are approximately 42 feet wide and 51 feet long:</p> <p style="text-align: center;"><b>BITTERWATER CREEK BRIDGE</b> Bridge No. 50-0506R Bridge No. 50-0506L</p>
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4. FEDERAL TRAINING PROGRAM: The number of trainees or apprentices for Federal training program are now shown in the NTB. The specification is now in [Section 7-11.D Training](#) of the Standard Specifications. The SE is still responsible to identify eligibility, calculate the number and key into the submittal or project database, whichever is applicable. The paragraph reads as follows:

"For the Federal training program, the number of trainees or apprentices is 4."

5. **WORKING DAYS:** The number of working days will only be shown in the NTB. There will be NO SSP showing the working days.

Example of NTB

Bids must be on a unit price basis.

Complete the work within 340 working days.

The estimated cost of the project is \$47,000,000.

Example of Section 4 in 2006 NTB&SP

**SECTION 4. BEGINNING OF WORK, TIME OF COMPLETION, AND LIQUIDATED DAMAGES**

The 1st working day is the 55th day after contract approval.

Do not start work at the job site, except for measuring controlling field dimensions and locating utilities, until the Engineer approves your submittal for:

1. Baseline Progress Schedule (Critical Path Method)
2. Storm Water Pollution Prevention Plan (SWPPP)
3. Notification of Dispute Resolution Advisor (DRA) or Dispute Review Board (DRB) nominee and disclosure statement as specified in Section 5-1.15, "Dispute Resolution," of the Standard Specifications

In addition to the above submittals, do not start work at the job site, except for measuring controlling field dimensions and locating utilities, until you submit:

1. Notice of Materials To Be Used.
2. Contingency plan for reopening closures to public traffic.
3. Written statement from the vendor that the order for the sign panels has been received and accepted by the vendor. The statement must show the dates that the materials will be shipped.
4. Written statement from the vendor that the order for electrical material has been received and accepted by the vendor. The statement must show the dates that the materials will be shipped.

You may start work at the job site before the 55th day after contract approval if:

1. You obtain required approval for each submittal before the 55th day
2. The Engineer authorizes it in writing

The Department grants a time extension if a delay is beyond your control and prevents you from starting work at the job site on the 1st working day.

Complete the work within 340 working days.

**SPECIAL PROVISIONS:**

6. **ABBREVIATIONS:** Abbreviations in the Standard Plans do not match the Standard Specifications. If an abbreviation is used in an NSSP it will only apply to that NSSP.
7. **HOLIDAYS:** The holidays in the Standard Specifications conform to the Government Code. These holidays are different from the State employees holidays.
8. **SSP STDPLN, STANDARD PLANS LIST:** This standard plans list SSP will be inserted at the top of SSP SP Template for 2010 PS&Es. It used to be inserted at the end of the special provisions for the 2006 PS&Es.

- XE:"SP\_TEMPLATE\_A10-21-11"  
Page:1 of 10
- SP\_TEMPLATE. Insert special provisions between corresponding headings and caret separations. Delete headings and carets if you do not insert special provisions between them. Do not use a reserved heading without authorization from the OCCS Chief.
- Insert the Standard Plan List at the top of this document.
- DIVISION I--GENERAL PROVISIONS**
- 1--GENERAL**
- ^^
- 2--BIDDING**
- ^^
- 3--CONTRACT AWARD AND EXECUTION**
- ^^

- XE-1.1.01\_A05-20-11" Page 1 of 4

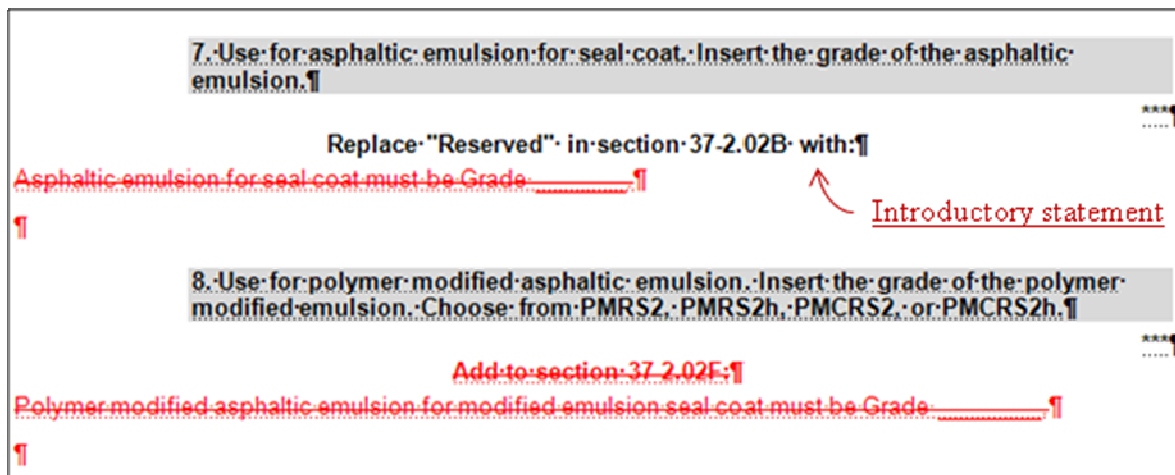
Section 1.1.01 Use for any bid item that has a code that does not correspond to the specification section number.

Undelete applicable rows. Add rows for nonstandard items.

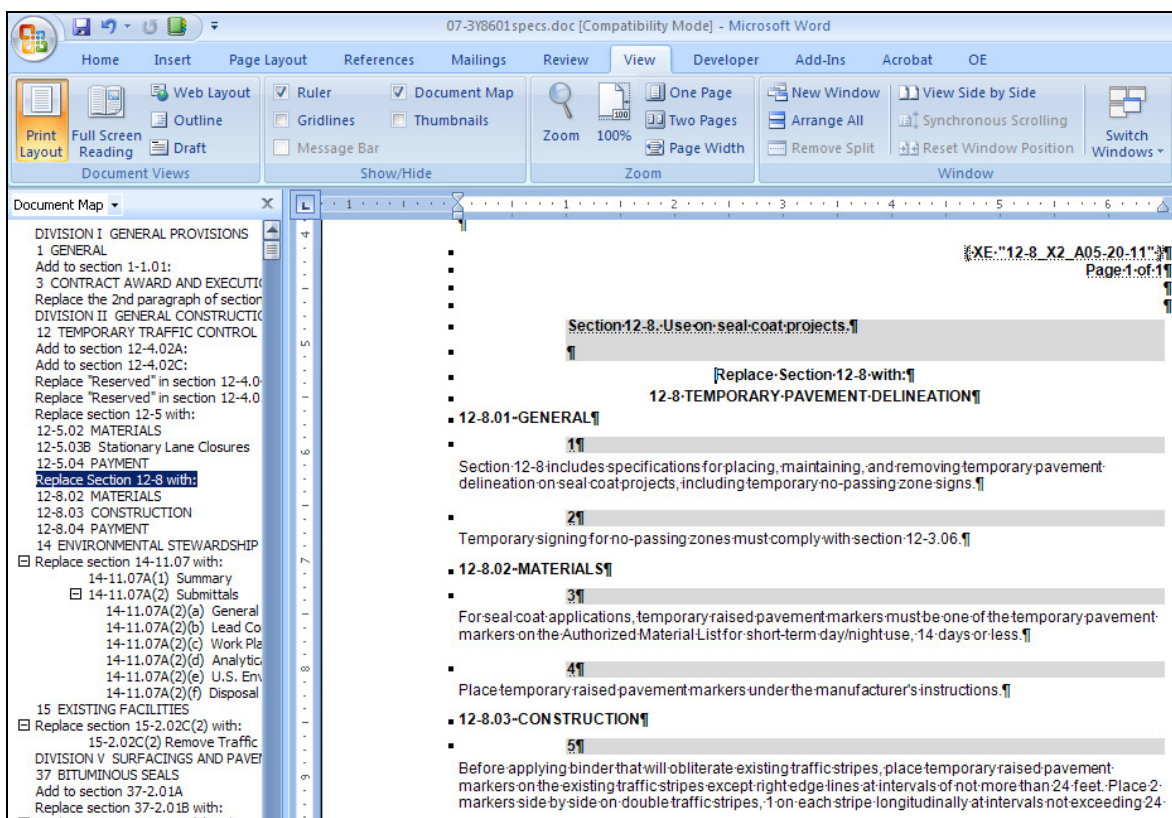
Add to section 1.1.01: Introductory statement

Bid Items and Applicable Sections		
Item code	Item description	Applicable section
070012	PROGRESS SCHEDULE (CRITICAL PATH METHOD)	8
071301	TEMPORARY FENCE	80
071302	TEMPORARY FENCE (TYPE BW)	80

12. RAILROAD RELATIONS: The specification is now in [Section 5-1.20C Railroad Relations](#) of the Standard Specifications. The Railroad Relations and Insurance Requirements provisions received from the Railroad Agreements engineer will be included in the Information Handout.
13. STRIKE AND HIDE: When striking and hiding a paragraph, make sure the introductory statement is also struck through.



14. DOCUMENT MAP: DO NOT use document map with your 2010 special provisions. Document map is not stable and will corrupt your SP.



- 8 PROSECUTION AND PROGRESS**
- (1 Space between the end of a section and the caret)
- ^^
- (1 Space between the caret and the beginning of a section)
- 9 PAYMENT**
- (Longer caret between the end of a section and before a Division)
- ^^
- DIVISION II GENERAL CONSTRUCTION**
- 10 GENERAL**

Item code	Item description	Applicable section
074015	TEMPORARY ACTIVE TREATMENT SYSTEM	13
074016	CONSTRUCTION SITE MANAGEMENT	13
074017	PREPARE WATER POLLUTION CONTROL PROGRAM	13
074018	HEALTH AND SAFETY PLAN	14
074019	PREPARE STORMWATER POLLUTION PREVENTION PLAN	13
190110	LEAD COMPLIANCE PLAN	7
490111	ADJ. BURIAL LOCATION REPORT	14
869042	ADJUST PULL BOX	46

2--BIDDING

9--PAYMENT

DIVISION II--GENERAL CONSTRUCTION

12--TEMPORARY TRAFFIC CONTROL

Add to section 12-4.02A:

1. Use for high-volume freeways with sufficient number of lanes to allow closure of the adjacent lanes. Freeway must have 2 or more lanes adjacent to the lane where work is being performed.

- 16. SSP 0-RSS, REVISED STANDARD SPECIFICATIONS:** It must be inserted at the end of SSP SP Template, just like the 1999 and 2006 Amendments are inserted at the end of the Special Provisions.
- 17. DEPARTMENT-FURNISHED MATERIALS:** New term used in 2010. It used to be "State-furnished materials" in 1999 and 2006 Standard Specifications.
- 18. CHANGE ORDER:** This 2010 term replaces the "Contract change Order" term in the 1999 and 2006 Standard Specifications.
- 19. CHANGE ORDER WORK:** This new reference, Section 4-1.05 of the 2010 Standard Specifications replaced the "Extra Work" reference in Section 4-1.03D, Extra Work in the Amendments and 2006 Standard Specifications.

- 20. REPLACE-ADD-DELETE (RAD):** The ONLY 3 words acceptable to be used as an introductory statement in modifying the Standard Specifications. Some examples of an introductory statement are:

**Replace section 10-2.02A with:**

**Add to section 1-1.01:**

**Delete the 1st paragraph of section 19-3.03B(2).**

- 21. DO NOT** mix the 2006 and 2010 SSPs as the 2 version have different styles and formats. Some of the changes are as follows:
- A. The SSP number corresponds to the section in the 2010 Standard Specifications.
  - B. The font for the 2010 version is now Arial, the 2006 is Times New Roman.
  - C. The SSP instructions and paragraph numbers in 2010 are highlighted in gray.
- 22. NSSP:** Contact the SSP owner before writing an NSSP. If an NSSP is needed, follow the format in the style guide.

**ESTIMATE:**

- 23. BID ITEMS:** The bid items set forth the construction specifications that apply. The first 2 digits of a bid item code correspond to the specification section number with the same 2 first digits except for items included in SSP 1-1.01.

<b>2010 Bid Item List</b>				
<b>Bid item code.</b>	<b>P-F</b>	<b>BID ITEM DESCRIPTION</b>	<b>Measurement Unit</b>	<b>Section set forth by bid item</b>
070012	--	PROGRESS SCHEDULE (CRITICAL PATH METHOD)	LS	8
090100	--	TIME-RELATED OVERHEAD (WDAY)	WDAY	9
090105	--	TIME-RELATED OVERHEAD (LS)	LS	9
190110	--	LEAD COMPLIANCE PLAN	LS	7
120090	--	CONSTRUCTION AREA SIGNS	LS	12-3.06
120100	--	TRAFFIC CONTROL SYSTEM	LS	12-5, 12-6



XE "1-1.01_A05-20-11"		
Page 1 of 4		
Section 1-1.01 Use for any bid item that has a code that does not correspond to the specification section number.		
Undelete applicable rows. Add rows for nonstandard items.		
Add to section 1-1.01:		
Bid Items and Applicable Sections		
Item code	Item description	Applicable section
070012	PROGRESS SCHEDULE (CRITICAL PATH METHOD)	8
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071302	TEMPORARY FENCE (TYPE BW)	80

24. "P-F" PARTIAL AND FINAL PAY: The "P" in the "P-F" column in the 2010 Bid Item List are partial pay eligible items. See the RTL Guide for criteria and guidance on when these items can be included as partial pay items. The "F" are final pay items that are identified as such in the Bid Item List.

2010 Bid Item List—continued				
Bid item code.	P-F	BID ITEM DESCRIPTION	Measurement Unit	Section set forth by bid item
		SII)		
512353	P	FURNISH PRECAST PRESTRESSED CONCRETE SLAB (TYPE SIII)	SQFT	51-4
512354	P	FURNISH PRECAST PRESTRESSED CONCRETE SLAB (TYPE SIV)	SQFT	51-4
512401	F	ERECT PRECAST CONCRETE GIRDER	EA	51-4
512410	F	ERECT PRECAST CONCRETE DECK UNIT	EA	51-4
512500	F	ERECT PRECAST PRESTRESSED CONCRETE GIRDER	EA	51-4

25. SUPPLEMENTAL WORK, SW AND DEPARTMENT (STATE)-FURNISH MATERIALS AND EXPENSES, SF ITEMS: There are no new 2010 items. Use the 2006 list.



- A. Include the non-standard bid item code, description and corresponding SS section in SSP 1-1.01.
- B. The non-standard bid item will be assigned a one-time item code after DCR.
- C. Replace the non-standard bid item code in SSP 1-1.01 with the assigned one-time item code as soon as the final BEES is received and before it is submitted to typing. **FOR AADD** projects, DES-OE AADD Coordinator (Ed Armijo) will replace the nonstandard bid item code with the assigned one-time item code during typing.
- D. It will be important that as part of the review that special attention be spent ensuring that the non-standard item codes have been properly added to SSP 1-1.01 and that the item codes match the Bid Item List.

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## **MISCELLANEOUS:**

**27. ELECTRONIC INFORMATION HANDOUT:** The cover is going to be the same as the 2006.

## **28. TERM EQUIVALENCIES:**

Because of the transition, some terms or clauses used in Division I are different from those used in other divisions and in other Contract parts. Interpret the equivalent term or clause shown in the following table as having the same meaning as the corresponding term or clause in Division I:		
<b>Terms Equivalencies</b>		
Term or clause in Division I	Equivalent term or phrase that may be in other divisions and in other Contract parts	Conditions
Authorize	Approve	Except in a <i>Change Order</i>
Authorized Material List	Pre-Qualified Products List	--
Department	Engineer	Where referring to anyone other than the Resident Engineer or the Resident Engineer's authorized representatives
Department-furnished material	State-furnished material	--
<work description> is change order work	<work description> will be paid for as extra work <with or without a reference to a section>	--